



# Chicago Metropolitan Agency for Planning

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Chicago, Illinois 60606

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## **Policy & Programming Transportation Improvement Program (TIP) Intern Job Code: TIP220**

### **Position Purpose**

Responsible for providing assistance in collecting and analyzing project data to support CMAP's transportation program management activities. Assist with documentation of core decisions in development of the transportation planning process. Analyze transportation project expenditures to assess trends in project delays and cost changes. Assist with development of materials for certification review.

### **Knowledge, Skills, and Abilities**

Working knowledge of common operating systems and software applications including database systems, Windows and Microsoft Office with a focus on Microsoft Excel. Proficiency in reading, writing, and communication among team members is required. Basic database knowledge (particularly Microsoft Access and SQL) is desired, but not required.

### **Who should apply?**

- ✓ Students enrolled in a Bachelor or Masters' degree program in Public Administration, Urban Planning, or Civil Engineering is recommended.

### **Ready to join us?**

Apply [here](#) between February 26 and March 20, 2020.

- ✓ If interested in more than one opportunity, please include on cover letter all the internships you are applying for.
- ✓ Interviews will be held March 25 through April 8, 2020. (Shortlisted candidates will be contacted.)
- ✓ Final candidates selected will be notified by April 13, 2020.
- ✓ Internship will last for three months, June 1 through September 1, 2020 with the possibility of extension for local candidates. (Dates are flexible depending on university schedule.)